

**AMENDMENT
NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 07-280T OPENING DATE: 28 JUN 2007 CLOSING DATE: 27 JUL 2007

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

HEALTH SYSTEMS SPECIALIST, GS-0672-12, TC70613000

APPOINTMENT FACTORS: OFFICER (X) WARRANT OFFICER () ENLISTED ()

SALARY RANGE:

\$63,744 – 82,870 PA

SUPERVISORY (X) MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL ()

LOCATION OF POSITION: ARIZONA MEDICAL COMMAND, PHOENIX, ARIZONA

****NOTE: THIS POSITION SERVES AS THE DEPUTY STATE SURGEON FOR THE AZARNG****

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona Army National Guard (Medical Command) and be able to qualify for the following

AFSC/MOS/AOC/BRANCH: 05A KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard and those eligible for membership.** Individual selected will receive a Permanent Appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

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NOTE: Highly qualified applicants may be considered for Relocation and Recruitment Incentives that are paid as one time lump sum payment after appointment to the position and upon written approval of selecting supervisor.

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Comprehensive working knowledge of 40 Series (Medical) Army regulations, Army Medical Department Regulations, Medical Command (MEDCOM) Regulations, and other pertinent Army Regulations
2. Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness of the state medical program. This knowledge is applied in conducting studies, analyzing findings, and making recommendations on the state medical readiness programs to the State Surgeon. Knowledge of the mission, organization, and programs throughout the state, ARNG, and the NGB Surgeons Office, U.S. Army Medical Command, and the relationship of each to their supported activities.
3. Knowledge of NGB strategic medical management objective and policies to develop guidance on techniques for effective implementation and operation of the state medical readiness program. Knowledge is used to develop procedures and directives to determine what to measure, how to measure, and define the results for program effectiveness.
4. Knowledge of strategic organizational missions, policies and structures; U.S. Army Medical Command, the NGB Surgeons Office, and the relationship of each to their supported activities; State Medical, Occupational Health and Industrial Hygiene programs and related military, public and private health care delivery systems to develop mid and long-range state ARNG plans and guidance to subordinate units.
5. Basic knowledge of occupational health and industrial hygiene concepts, principles and practices to provide broad program oversight.
6. Ability to interpret, communicate and apply medical readiness study findings and recommendations, and the communication skills to effectively advise senior leaders of actions required and gain their understanding of impact(s) on operations.
7. Ability to present oral and written findings clearly and concisely.

SPECIALIZED EXPERIENCE: Must have 36 months experience in progressively responsible analytical or administrative management work in the health care field that involved a close working relationship with facility manager as well as analysis and/or coordination of administrative or other service activities with medical activities.

BRIEF JOB DESCRIPTION: This position is located in the Office of the State Surgeon, Joint Force Headquarters – State (JFHQ-ST). Serves as the Joint Force Headquarters – State (JFHQ-ST) Deputy State Surgeon. The incumbent serves as the State Surgeon's full time representative. The purpose of the position is to plan, coordinate, direct, and implement the medical readiness administrative programs of the state and provide oversight for the other programs located in the Office of the State Surgeon. Oversees and manages the medical readiness program of the state, which includes planning, coordinating, and providing guidance to all medical resources within the state. Direct responsibilities include, but are not limited to: command health programs, medical/dental aspects of mobilization, deployment and operations, medical education, sustainment, proficiency training, credentialing of health care professionals; and fiscal management, policy development and implementation. Provides medical support for accomplishment myriad contingency operations. Develops, plans, coordinates, and institutes medical policies to implement higher-level directives and federal law to provide optimum guidance and support to subordinate organizations.) Represents the State Surgeon as the principal full-time medical advisor to The Adjutant General, Component Commanders, the Chief of Staff, and other directorate level staff elements, and as a liaison with all State, NGB, and Federal organizations concerning medical matters. Serves as liaison between Occupational Health and the State Surgeon. Supervises Preventive Medicine Section personnel. The majority of the subordinate positions are support positions in one-grade interval occupational series. . Sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of subordinates. Develops performance standards and evaluates work performance. Gives advice, counsel, or instruction to subordinates both work and administrative matters. Performs other duties as assigned.

SELECTING SUPERVISOR: COL FELICIA FRENCH
